



**MEMORANDUM**

To: Dr. Sheila Marable, Chair  
Dr. Rebecca Ephraim  
Sharon Romine  
Chantae Calhoun  
Shelley Millender  
Dr. Sherri Davis  
Dr. Bruce Crawford, Ex-Officio, non-voting  
Vergie Spears or HR Rep, non-voting

From: Bruce Crawford, Vice President

Date: June 24, 2008

Re: **Nursing Screening Committee**

On behalf of the President, **you are hereby appointed to serve on the Nursing Screening Committee to recommend two nursing instructors for employment.** Committee members should make arrangements within the department to cover classes during this period.

Screening dates are to be established by HR in conjunction with the Screening Committee Chair. Screening and interviews are to be completed as soon as possible. Interview schedules will be determined after the screening. Please be present and on time for all meetings.

Thank you for your cooperation in this matter. If any unusual circumstance may prevent you from serving on the assigned committee, please notify me immediately in writing.

cc: Dr. Perry W. Ward, President  
Mrs. Sharon S. Crews, Administrative and Student Services  
Mrs. Vergie Spears, Human Resources